



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

## Policy Memorandum

### Subject: Official GED Transcripts

Official transcripts for GED graduates are available, upon written request, from the Arizona Department of Education. The official transcript (copy attached) is easily recognizable: its blue and grey, non-reproducible watermark paper is embossed with the official Arizona State Seal and is sent directly to the recipient by ADE in a sealed envelope.

**Please Note:** Copies of diplomas, letter, unofficial testing center score reports or any other documents are not official transcripts, and should not be accepted as such. **We cannot guarantee the validity of any transcript other than that described above.**

This office complies with all federal and state educational privacy laws. Because of this, GED Scores will not be released or verified without a completed, signed Transcript Request Form and the appropriate fee.

Official GED Transcripts may be obtained from the GED Customer Service Center by sending a completed GED Transcript Request Form (attached), signed by the GED recipient, and a fee of \$10.00 per transcript in the form of a money order or cashiers check (cash, personal checks and credit cards will not be accepted).

Official GED Transcripts are normally processed within one week of receipt by this office. Transcript Request Forms may be obtained by calling (602) 254-0265 and requesting that one be mailed, or you can download a form online at [www.ade.az.gov/adult-ed/ged/requestrecords.asp](http://www.ade.az.gov/adult-ed/ged/requestrecords.asp)

Karen Liersch  
Arizona State GED Administrator

**NOTE: The \$10.00 fee for each transcript becomes effective January 1, 2003.**